

**Aston LGBT+ Staff Network Constitution**

**January 2017**

**Updated November 2019**

# Scope and Purpose of the LGBT+ Staff Network

## The LGBT+ Staff Network provides a supportive environment for LGBT+ staff at Aston to socialise, network and share their experiences.

## The LGBT+ Staff Network is a sub-group of the University’s Diversity & Inclusion (D & I) Forum.

### As such the LGBT+ Staff Network holds one membership place on the D & I Forum.

### The LGBT+ Staff Network will work with the D & I Forum to ensure adequate representation, and that matters relating to LGBT+ staff and students are raised and addressed with the appropriate departments within the University.

### The D & I Forum will also use the LGBT+ Staff Network in a consultative capacity to promote liaison with LGBT+ Staff and seek guidance on policy development.

## The LGBT+ Staff Network will operate as a committee-based network, holding relevant events and forums, coordinating campaigns and advising on policy. This may be in collaboration with internal and external services and the Aston LGBT+ Student Society, and facilitating discussion and networking between members and allies.

## The LGBT+ Staff Network has an [open access webpage](http://www.aston.ac.uk/staff/lgbt/) on the Aston Website, which is to be routinely updated and act as a hub for all Network information, activities, and support.

# Terms of Reference

## To work with relevant University Departments and committees to develop and inform University policy as it relates to LGBT+ staff.

## To provide a space for LGBT+ staff to meet informally and discuss their experiences and concerns, in a supportive and inclusive environment.

## To promote the voice of the LGBT+ community on campus.

## To ensure that D & I policies and agendas are informed by the experiences of the LGBT+ staff within the university.

## To liaise with the Aston LGBT+ Student Society where appropriate to work together on joint initiatives and socials, and to build a wider staff and student network.

## To organise events and campaigns that raise the profile of LGBT+ issues within the University.

## To celebrate the diversity of staff within the university.

## To build relationships and contacts with LGBT+ groups and networks within the local community and beyond.

## To send representatives to relevant events and meetings where an LGBT+ staff presence is appropriate/required.

## To maintain a staff intranet page with an LGBT+ focus, containing general information about the Network, upcoming events, campaigns etc.

# Committee

## The Committee shall be elected by the Membership for a full year; elections to be held in Term 1 of the academic year.

## A Handover shall be provided by the outgoing committee to ensure a smooth transition and continuation and improvement of the Network.

## The Committee shall be made up of the following positions:

### Chair - The head of the Committee, responsible for steering the direction of the Network and ensuring completion of duties, chairing meetings and disseminating information to members.

### Membership Officer – Responsible for welcoming new members, representing the Staff Network at events such as Staff Inductions, Wellbeing fairs, and seeking ways to engage underrepresented members of the University.

### Socials Officer – Responsible for organising regular, accessible and inclusive social events for Network members.

### Network Representative – Responsible for liaising between the LGBT+ Staff Network and relevant University Working Groups and Committees e.g. the LGBT+ Working Group, including proactively gathering and representing the views of members.

### Any other member of LGBT+ Staff who wishes to nominate themselves.

# Membership

## Membership of the Network is open to Aston University members of staff (including casual workers), and PhD students. PhD students are also able to join the LGBT+ Student Society.

## Individuals can join the Network by completing [this form](https://forms.gle/57FjGXFf4gA5WRNS8) or by emailing [AstonLGBT@aston.ac.uk](mailto:AstonLGBT@aston.ac.uk).

## Three levels of membership are available: Affiliate, Member, and Champion. When people ask to join the Network, they will be asked which level of membership they feel comfortable with; ‘Affiliate’ level will be the default if none is specified.

## ‘Members’ and ‘Champions’ should identify as lesbian, gay, bisexual and/or trans, or any other identity that falls within the LGBT+ banner.

## ‘Affiliates’ will receive information about events and campaigns organised by the LGBT+ Staff Network which are open to allies and wider members of the community and updates about the work of the Staff Network generally.

## ‘Members’ will receive communications about meetings and socials open to LGBT+ members of staff; these will be confidential but may be visible to other members of the Network when necessary e.g. in order to plan events. They should self-identify as LGBT+.

## ‘Champions’ will be comfortable being visible or named in wider communications where relevant e.g. in website content. They should self-identify as LGBT+.

# Communications

## Communications may include:

### A monthly Newsletter containing updates, dates of upcoming meetings and socials, and other relevant information.

### Reminders of upcoming meetings and socials.

### Minutes and actions following any relevant meetings.

### Requests for feedback, volunteers and/or information as and when relevant.

## Email addresses will be held confidentially by the Chair and hidden from other members when communications are sent out.

## Members who wish to be removed from the mailing list should email [AstonLGBT@aston.ac.uk](mailto:AstonLGBT@aston.ac.uk) or speak to a member of the Committee.

# Quorum

## As membership is voluntary, no quoracy is set for meeting.

## Where a decision is required, for example in the case of elections, all members of the Network will be invited to vote or express an opinion by email.

# Servicing and Support

## Servicing and support will be requested from the D & I Forum as and when appropriate.

# Meeting Schedule

## Meetings will have an agenda, ideally circulated 48 hours prior to the meeting taking place.

## The Chair will have responsibility for setting the agenda of any meetings.

## Any member of the LGBT+ network can propose an item for the Agenda.

## Meetings will be held roughly once a month.

## Responsibility for taking (anonymised) minutes at meetings will be rotated among committee members and minutes will be emailed out to Members and Champions afterwards.